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Blagojevich, Governor

Illinois Department of Healthcare and Family Services
Barry S. Maram, Director

Child Support Enforcement's

Administrative Process

1-800-447-4278

www.ilchildsupport.com

Division of Child Support Enforcement

There are two ways to process your child support case, judicially or administratively. Healthcare and Family Services' Division of Child Support Enforcement will choose the best and quickest method. Sometimes the judicial process is necessary, for example when the family may be at risk.

The Administrative Process

According to state law, the Division of Child Support Enforcement may establish paternity and/or child support legally rather than going through the court process. This is called the "administrative" process. The Division may also change existing administrative orders.

What are the benefits of the administrative process?

✔ A court hearing is not required to establish paternity and/or child support.

✔ You may establish paternity by completing the Voluntary Acknowledgement of Paternity form but if genetic testing is needed to establish paternity, the testing is free.

✔ As in court, paternity and child support may be established by default.

(A child support professional can explain the default process).

✔ Changes to existing orders are processed quickly.
✔ Administrative orders may be enforced by the division or through the courts.

When may the administrative process be used to establish paternity?

Paternity may be established through the administrative process when:
✔ Both mother and alleged father agree to sign a Voluntary Acknowledgement of Paternity form, or
✔ Both mother and alleged father agree to a genetic test and the test results show that he is the father.

When may the administrative process be used to establish support?

Child support may be established through the administrative process when:
✔ The mother and father are not married, and paternity has already been established, or
✔ The mother and father are separated, but not divorced, and
✔ No prior court order has been established for the parties.

HFS 3585 R-11-05
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Can the administrative process be used if the non-custodial parent does not live in Illinois?

Yes. The administrative process may be used when the non-custodial parent does not live in Illinois if:

- ✔ The child was conceived and/or born in Illinois and presently lives in Illinois with the custodial parent, or
- ✔ The parents already have an existing administrative or judicial order, from another state or most countries, and
- ✔ The custodial parent wants Illinois to enforce the order.

Why use the administrative process to establish paternity and child support or to enforce child support orders?

✔ You will be interviewed in a confidential, private setting.

✔ Paternity and child support may be established in a single appointment with the non-custodial parent.

✔ If the parties provide enough information over the phone or by mail, an interview may not be necessary.

✔ Establishment of administrative paternity and/or child support orders may take 90 days or less.

What if I have questions about how my administrative case is being handled?

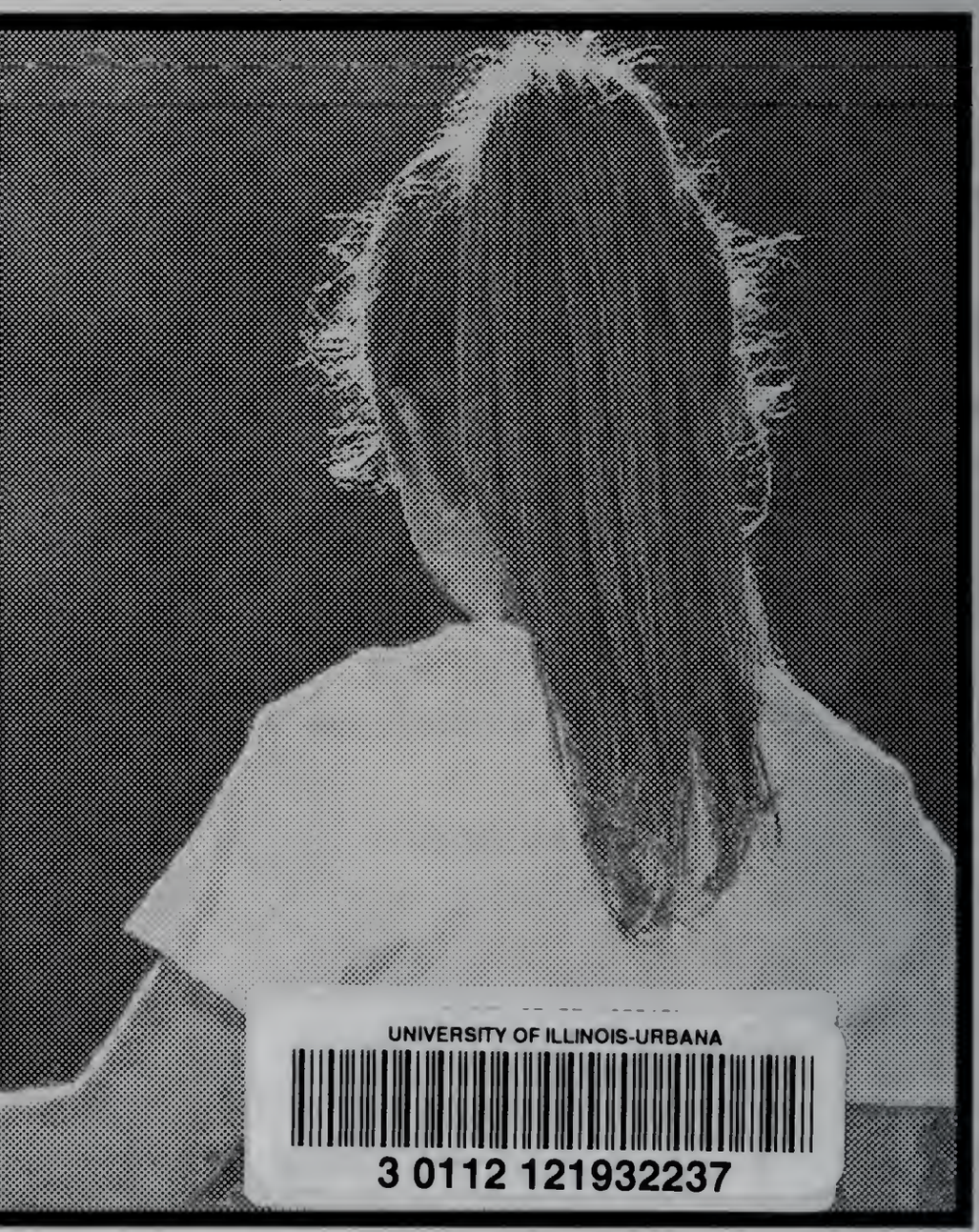
You may obtain answers to your questions by calling our toll-free Customer Service Call Center:

1-800-447-4278

or by visiting our Web site at:

www.ilchildsupport.com

The Division's Administrative Accountability Analysis Unit will also respond to questions you may have regarding any action or inaction on your child support case.



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